

## INDEPENDENT LIVING PARTICIPANT FORMS INSTRUCTIONS

- I. Complete the "Independent Living Participant Data" form (CFS-873) for every new client age 15-20 years referred to the Independent Living Program and for subsequent update of the original data and maintain as a permanent record. Send a summary of all participant data information on the "Independent Living Annual Summary Data" form (CFS-873A) along with a narrative of your program activities, news articles, pictures and other documents that provide information about the program.
- II. Complete the "Independent Living 90 Day Follow Up" form (CFS-976) for all clients age 15-21 that were discharged from the Independent Living Program and have not received services for 90 days, aged out of care and have not received services for 90 days, or 90 days have passed since the youth turned 21 years of age. Send a summary of all 90 day information on the "Independent Living Annual Summary 90 Day Follow Up" form (CFS-976A).
- III. Keep a copy of all reports submitted. All information collected is confidential.

<u>Data Item</u>	<u>Interpretation</u>
County / Tribe / State Agency	Identifies the county / tribe / state agency completing this form.
Name	Client's full name and middle initial.
Birthdate	Client's month, day and year of birth.
Gender	Client's gender - masculine or feminine.
Marital Status	Marital status of client.
Ethnicity	Is client of Hispanic or Latino ethnicity?
Race	Identifies race of client. You must check one option.
Educational Status	Level of secondary education attained by the youth. Check all items that apply.
Parental Status	Identifies if client has completed / received sex education training and describes the parental status of client.
Disability	Does client have a disability? Disability refers to the state of being limited due to a chronic health condition or a set of conditions that limits the type and amount of activities that a person would otherwise be expected to perform. Client may have a mental health disability, developmental disability learning disability or another disability that limits the type or amount of activities that a person would be expected to perform.
Employment Status	Identifies and describes client employment, financial status and their most recent hourly wage.
Total Length of Time in Independent Living Program	Total length of time client has participated in Independent Living Program.
Total Length of Time in Out-of-Home Care	Total length of time in out-of-home care (foster care, group home or child caring institution) beginning with client's initial placement.
Educational Services	TR Tutoring / Remedial - Education services provided to assist client in keeping up or catching up in school. These services may be provided by a volunteer, staff, contractor or another agency.
	GP GED PREP - Organized classes provided to prepare client for the high school equivalency examination.

	DE	Driver's Education - Formal classes to prepare client for the driver's license examination.
	PC	Precollege Program - Formal classes and activities designed to prepare client for college and to introduce client to the college environment. Higher education institutions may offer formal classes. Other activities may include on campus field trips, seminars and conferences that focus on orientating client to the college environment.
	HE	Higher Education - Post secondary education provided through a college, university or junior college.
	VT	Vocational Training - Formal training for a specific trade; e.g., vocational school, Job Corp, Americorp.
	AC	Academic Credit for IL training - high school credit(s) received for course work that teaches IL skills.
Employment Services	JP	Job Placement - Client obtained employment through participation in a job placement program or Independent Living Program.
	CC	Career Counseling - Services provided by the Department of Workforce Development (Job Service) to assist client in understanding various employment options and training requirements.
	JS	Job Search - Job seeking skills training provided by a volunteer, mentor, or staff.
	EO	Employment / Job Training - Client is participating in a job training program (Job Shadow, mentoring, etc.). Job training programs may include Job Corp, Americo or other programs.
	AP	Apprenticeship Program - Client is participating in an apprenticeship program for technical training (electrical, plumbing, etc.).
	VR	Vocational Rehabilitation - Client participates in a vocational rehabilitation program.
	SW	Sheltered Workshop - Client participates in a sheltered workshop program.
	SE	Supportive Employment - Employment is subsidized.
Training in Daily Living Skills	ST	Skill Training - Direct teaching of skills (e.g., cooking, personal finances, household maintenance, consumer protection).
	SA	Skill Assessment - Formal assessment of client transitional strengths, needs and skills in money management, household maintenance, food and nutritional skills, etc.
	CP	Case Plan - Written plan based on the results of an assessment has been incorporated into the Permanency Plan.
Counseling Service	IC	Individual Counseling
	GC	Group Counseling - Counseling is provided to client in a group setting to address past, present or future personal or interpersonal issues and transitional needs.
	F	Family Counseling - Client is attending counseling with family members.
	AODA	AODA Treatment - Client is receiving treatment for an alcohol or other drug abuse problem.
Support Services	PG	Peer Group - Formally run peer support group which meet regularly. Clients may participate in the program regularly or on a drop-in basis.

	TMM	Transition Managers / Mentors - Case managers, volunteers or mentors, etc., who specifically follow client through a transitional period and provide ongoing support during this time.
	SH	Securing Housing - Services provided specifically to assist client in finding and securing a place to reside prior to discharge from placement.
	AODA	AODA Self-Help Group - Any organized group designed to assist clients with their alcohol and other drug abuse issues and provide a setting that offers support, understanding and resources.
	DC	Day Care - Clients who are using day care services for their children.
Stipend / Scholarships	YSS	Youth Stipends / Starter Kits - Payments made to client for participation in or completion of transition to independent living skill-building activities.  Note: Other incentives (nonmonetary) may also be included here; e.g., a program may elect to purchase start-up kits for clients or provide gift certificates to cover or reduce the expenses of apartment furnishings, etc.
	ESS	Education Stipends / Scholarship - Payment made to assist client with costs associated with post secondary education or training expenses such as tuition, living expenses, books, transportation, etc.
Specialized Short-Term Program	WE	Wilderness Experience - Formalized life skills training experience involving a group of clients who learn through experiential activities such as camping, hiking, canoeing, etc.
	TC	Teen Conference - Life skills training provided to clients in a retreat / conference format. Clients attended a series of workshops combined with other activities.
	LB	Life Book - Personalized information packets provided to client which contain a record of his / her life and birth certificate, social security card, resume, medical record, resource directory, etc.
	DC	Discharge Conference - A meeting which takes place between client and social worker prior to discharge from care.
Post Discharge Services	YM	Youth Mentor - An older, more experienced person who is an appointed "mentor." Someone willing to advise and encourage a younger person is matched and introduced to the youth prior to client's exit from care. The relationship provides post discharge support to client.
	SG	Support Group - Any ongoing arrangement whereby clients who have exited care may find some of the support needed for establishing and maintaining their lives.
Other Services	SS	Social Services and Assistance (W2, Food Stamps, and SSI) - Identify all social services being received.
	P	Probation - Is client currently on probation through the juvenile justice or correctional system?
	MS	Military Services - Is client currently in a branch of military service or the Wisconsin National Guard?
	JC	Job Corp - Is client currently in Job Corp?
	VS	Volunteer Services - Is client currently providing volunteer services for a state, local, or community agency or group?

Living Arrangement Refers to the various types of living arrangements of the youth during this reporting period. Check all that apply.

**For "90 Day Follow Up" Only (CFS-976 and CFS-976A)**

Living Arrangement Identifies if client is in a living arrangement where he / she pays rent.

Identifies if the housing situation is expected to continue without change for at least one year.

Identifies how long participant is employed.

Identifies if participant is receiving a rent subsidy or other housing assistance.